



Date Adopted: 02/27/1995

Date Revised: 07/17/2001

Title: Heritage Center Director

FLSA: Non-Exempt

General Purpose:

Under general supervision of the assigned Recreation Supervisor, the position is responsible for coordinating the operation of the Dublin Heritage Center including program and policy development, facility scheduling and volunteer management.

Distinguishing Characteristics:

The incumbent develops, supervises and coordinates the activities of the Dublin City Heritage Center including facility tours and rentals by outside individuals/groups. Under general supervision, coordinates and implements the planning, presentation and/or promotion of programs, gallery exhibitions and events, and/or various education and workshop programs; supervises and coordinates the activities of staff and volunteers; and does related work as required.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Develops, organizes and supervises the operations, activities and programs of the Dublin Heritage Center which includes the original Murray Schoolhouse, the old St. Raymond Church and the pioneer Dublin Cemetery; develops museum exhibits and programming; recruits, trains, supervises and evaluates volunteers and part-time staff; prepares promotional materials including flyers, program brochures, newsletters and press releases; maintains records in connection with the operations, activities and programs of the Heritage Center; develops policies and procedures for use of the Heritage Center; schedules use of the Heritage Center including facility tours and use by outside individuals/groups; oversees the maintenance of the Heritage Center and obtains necessary supplies and equipment related to the operation of the Center; prepares information and reports related to the Heritage Center budget; attends day, evening and weekend meetings and events; and performs other duties as assigned.

Minimum Qualifications:

Knowledge of:

The operation of historic sites, interpretive activities and historic program development.

Accepted techniques and methodology of supervising program activities and personnel.

Preparation of press releases, brochures and other promotional literature.

Customer service techniques.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Principles and practices of museum administration including collections management and artifact preservation.

Ability To:

Utilize staff and volunteers effectively.

Prepares publicity releases and related materials; provides information to other departments, divisions and the public relating to program activities.

Prepare concise written and oral reports.

Work with community groups and organizations.

Maintain accurate records.

Maintain facility storage unit.

Evaluate program effectiveness.

Work effectively with diverse audiences, agencies, school officials, community groups and other city departments.

Work flexible hours (day, evening and weekends).

Physical Standards:

The physical standard described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to set-up and take down Center exhibits, maintain facility storage unit, use written and oral communication skills; read and interpret information, documents and contracts; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

The employee's working hours may emphasize either outdoor or indoor work. There may be some light physical work in the handling of supplies, files, equipment and exhibits including lifting of 30 pounds or more with assistance. The employee's work hours may vary in accordance with the program being offered.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Completion of two years of college or university work with an emphasis on resource preservation, museum operation, recreation/leisure studies, or a closely related field. Prefer Bachelor's degree in resource preservation, museum operation, recreation/leisure studies or a closely related field.

Experience: Two years of progressively responsible paid experience in historical site operation and program development.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.